

ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION

POSITION TITLE: PRINCIPAL

POSITION LOCATION: ASDB

POSITION REPORTS TO: Superintendent

POSITION SUPERVISES: Supervising Teachers, Coordinating Teacher, Instructional Assistant Supervisor, Teacher Deaf/Blind, Teacher O&M, Brailist, Technical Aide, School Counselors, Case Managers, Secretaries

MINIMUM QUALIFICATIONS:

Master's Degree in Education of the Visually or Hearing Impaired or equivalent coursework in a degree in another field. Arizona Department of Education certification as a Teacher of the Visually or Hearing Impaired and as a Principal. Five years' teaching experience with students with visual or hearing impairments and three years' supervisory experience.

PREFERRED QUALIFICATIONS:

Education Specialist or higher degree in Educational Administration in Special Education or related field.

MAJOR DUTIES AND RESPONSIBILITIES:

Supervise staff and provide leadership to assure that educational programs are of high quality, consistent with needs of students; assure fair and equitable implementation of policies and procedures consistent with the mission of ASDB; keep staff informed of ASDB policy and procedural changes; implement procedures for recruitment and employment of high quality candidates for vacant positions; participate in the development of ASDB policies, program planning, and staff development; provide leadership in developing and monitoring department and ASDB budgets; assure that appropriate student program and staff records are maintained for periodic progress reporting, compliance monitoring, personnel functions, auditing, and budget justification; assure that staff evaluations are completed which meet agency requirements and address program emphasis; promote and maintain cooperative and effective partnerships with parents, school districts, and the community; represent your department at meetings on and off campus; represent your department and ASDB in the community; complete other assigned duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of educational principles and techniques relating to blind and visually impaired or hearing impaired students, curriculum, instruction, educational planning, principles of effective school management. Knowledge and experience with laws pertaining to special education. Excellent communication skills; excellent planning and organizational skills.

SPECIAL CONDITIONS/REQUIREMENTS:

Must utilize appropriate personal protective equipment as required.

PAY PLAN: Administrator/Contract	GRADE: 36	FLSA: Exempt	DATE: Revised:
7/2006			